



User Guide: Learning Instructor Access to Enrollment and Printed Roster

Purpose

The Learning Instructor Role provides immediate access to enrollment information on your upcoming classes, as well as the option to print your own rosters. It also maintains a history of the classes you have taught.

This guide will:

- Explain The functions available to you as an Instructor
- Show you how to monitor enrollment by the total number and by individuals.
- Show you how to print a roster to use as an attendance sheet

Instructions include:

- Logging into MCG Learning Instructor
- Viewing Enrollment Information
- Printing Rosters

Additional Information

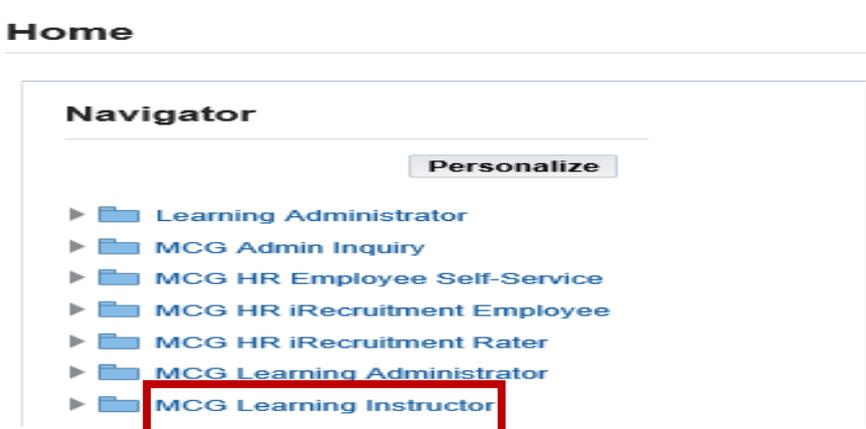
Learning Instructor access is available to MCG Employees only, and you must be approved for access. If you would like this role, please contact the OHR Training and Organizational Development Team. You will need to complete a confidentiality form and attend a short class reviewing the process and responsibilities prior to being given access.

Questions

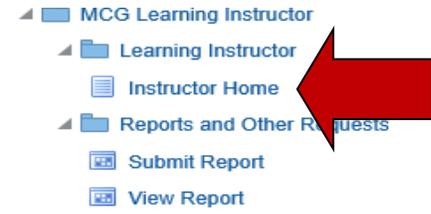
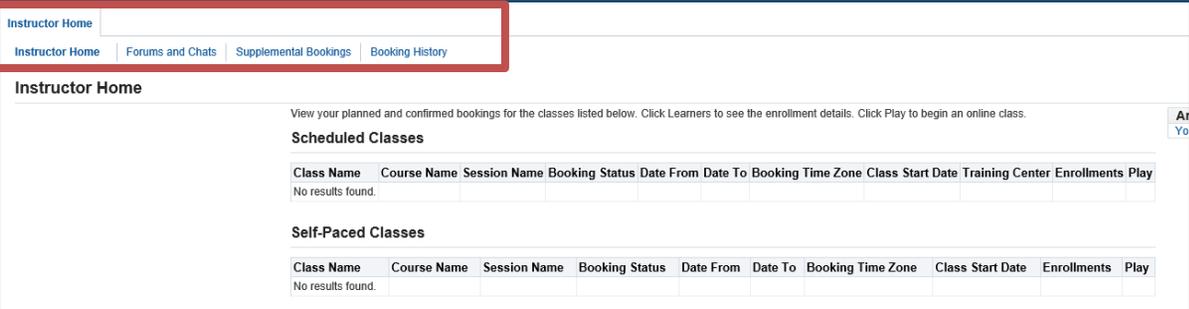
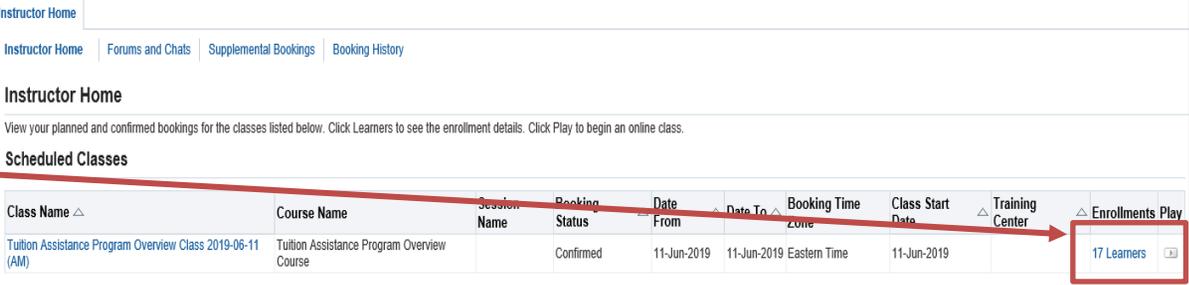
If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or call 240-777-5116.

Logging into OLM Instructor Home

Step	Action	
1.	<p>Log into the e-portal</p> <ul style="list-style-type: none"> Enter in your username and password. <p>Click Login Button</p> <p>The e-Business page will open.</p>	
2.	<p>Click Oracle eBusiness.</p> <ul style="list-style-type: none"> Click Go to Oracle eBusiness, Your eBusiness Suite page will open. 	

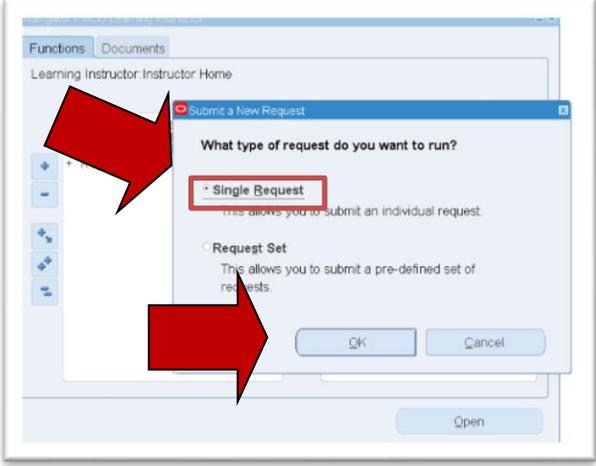
Step	Action	
3.	Click on the MCG Learning Instructor link.	 <p>The screenshot shows the 'Home' page with a 'Navigator' section. A 'Personalize' button is at the top right of the Navigator. Below it is a list of menu items, each preceded by a blue folder icon and a right-pointing triangle. The items are: Learning Administrator, MCG Admin Inquiry, MCG HR Employee Self-Service, MCG HR iRecruitment Employee, MCG HR iRecruitment Rater, MCG Learning Administrator, and MCG Learning Instructor. The 'MCG Learning Instructor' item is enclosed in a red rectangular box.</p>
4.	<p>The Learning Instructor Links will appear on the screen, including:</p> <ul style="list-style-type: none"> • Learning Instructor • Reports and Other Requests <ul style="list-style-type: none"> – Submit Report – View Report 	 <p>The screenshot shows the 'Navigator' section with the 'MCG Learning Instructor' item expanded. A red arrow points from the left towards the expanded sub-items. The sub-items are: Learning Instructor, Reports and Other Requests, Submit Report, and View Report. The entire expanded section is enclosed in a red rectangular box.</p>

Viewing Enrollment Information

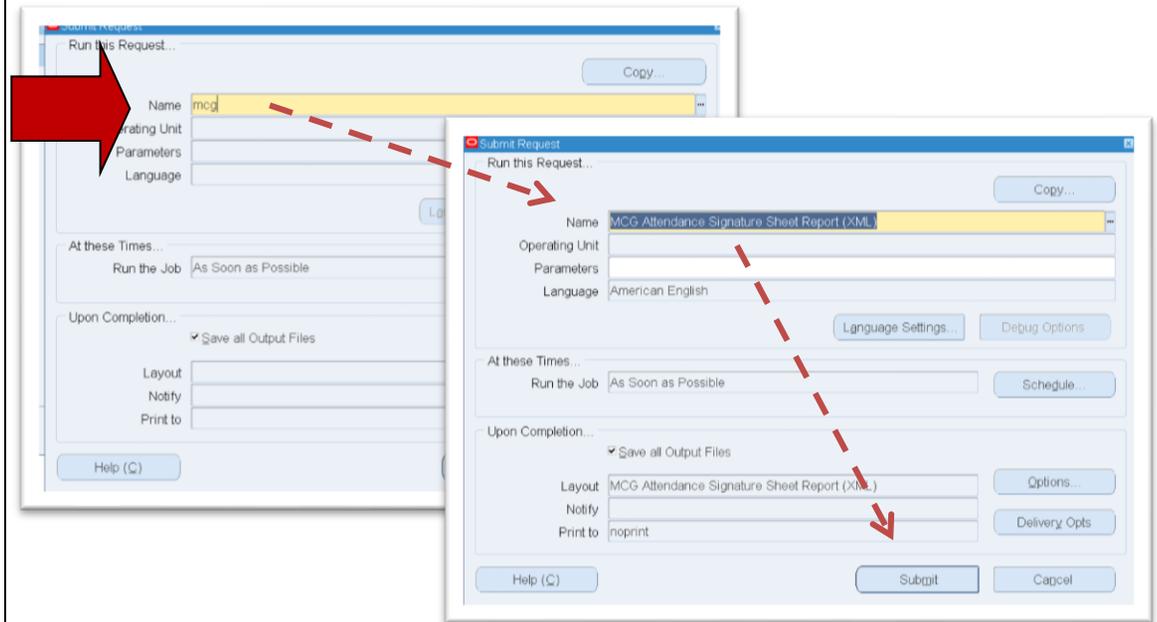
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1.	<p>Click on Learning Instructor Link.</p> <ul style="list-style-type: none"> Your Instructor Home link screen will open. 	 <p>MCG Learning Instructor</p> <ul style="list-style-type: none"> Learning Instructor <ul style="list-style-type: none"> Instructor Home Reports and Other Requests Submit Report View Report 																																										
2.	<p>Click on Instructor Home you will see several tabs.</p> <ul style="list-style-type: none"> Click the Instructor Home Tab.  <p>The Instructor Home Tab lists all upcoming classes to which have you assigned as an Instructor.</p>	 <p>Instructor Home Forums and Chats Supplemental Bookings Booking History</p> <p>Instructor Home</p> <p>View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.</p> <p>Scheduled Classes</p> <table border="1"> <thead> <tr> <th>Class Name</th> <th>Course Name</th> <th>Session Name</th> <th>Booking Status</th> <th>Date From</th> <th>Date To</th> <th>Booking Time Zone</th> <th>Class Start Date</th> <th>Training Center</th> <th>Enrollments</th> <th>Play</th> </tr> </thead> <tbody> <tr> <td colspan="11">No results found.</td> </tr> </tbody> </table> <p>Self-Paced Classes</p> <table border="1"> <thead> <tr> <th>Class Name</th> <th>Course Name</th> <th>Session Name</th> <th>Booking Status</th> <th>Date From</th> <th>Date To</th> <th>Booking Time Zone</th> <th>Class Start Date</th> <th>Enrollments</th> <th>Play</th> </tr> </thead> <tbody> <tr> <td colspan="10">No results found.</td> </tr> </tbody> </table>	Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play	No results found.											Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play	No results found.									
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3.	<p>To see how many people are enrolled:</p> <ul style="list-style-type: none"> Look for Enrollments at the far right of the screen.  <p>17 Learners</p> <p>In this example 17 people are enrolled.</p>	 <p>Instructor Home Forums and Chats Supplemental Bookings Booking History</p> <p>Instructor Home</p> <p>View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.</p> <p>Scheduled Classes</p> <table border="1"> <thead> <tr> <th>Class Name</th> <th>Course Name</th> <th>Session Name</th> <th>Booking Status</th> <th>Date From</th> <th>Date To</th> <th>Booking Time Zone</th> <th>Class Start Date</th> <th>Training Center</th> <th>Enrollments</th> <th>Play</th> </tr> </thead> <tbody> <tr> <td>Tuition Assistance Program Overview Class 2019-06-11 (AM)</td> <td>Tuition Assistance Program Overview Course</td> <td></td> <td>Confirmed</td> <td>11-Jun-2019</td> <td>11-Jun-2019</td> <td>Eastern Time</td> <td>11-Jun-2019</td> <td></td> <td>17 Learners</td> <td></td> </tr> </tbody> </table>	Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play	Tuition Assistance Program Overview Class 2019-06-11 (AM)	Tuition Assistance Program Overview Course		Confirmed	11-Jun-2019	11-Jun-2019	Eastern Time	11-Jun-2019		17 Learners																					
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Step	Action	
4.	<p>To see who is enrolled:</p> <ul style="list-style-type: none"> Click the #Learners link located under Enrollments. A Class Screen will open with a list of <u>10</u> enrollees and their Enrollment Status. Click Next Ten, to view an additional 10 enrollees. 	<p>The screenshot shows a summary table with columns: Date From, Date To, Booking Time Zone, Class Start Date, Training Center, Enrollments, and Play. The 'Enrollments' column contains a link for '17 Learners'. Below this is a pagination control with 'Previous', '1-10', and 'Next 10' buttons. At the bottom, there are two detailed tables. The first table has columns: Learner, Contact, Person Type, Organization, Customer, Places, Enrollment Number, Enrollment Status, Mandato, Enrollment, Evaluation Status, Completion Date, and Attachments. The second table has columns: Date To, Booking Time Zone, Class Start Date, Enrollments, and Play.</p>
	<ul style="list-style-type: none"> Enrollment Status Important - this is a list of everyone who enrolled in the class including those who have been waitlisted or those who cancelled their enrollment. 	

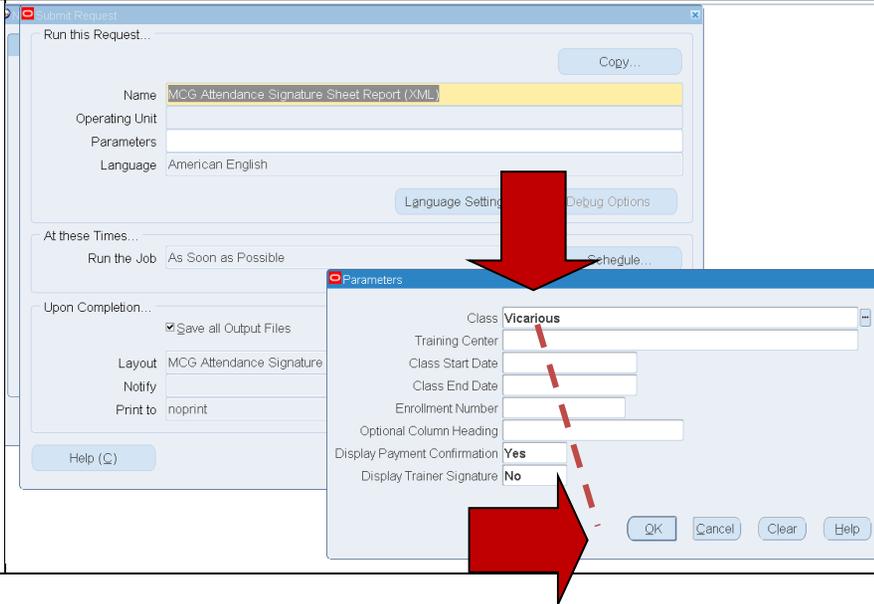
Printing a Class Roster

<p>1.</p>	<p>Under Reports and Other Requests:</p> <ul style="list-style-type: none">• Click Submit Report.	 <p>A screenshot of a navigation menu. The menu items are: MCG Learning Instructor, Learning Instructor, Instructor Home, Reports and Other Requests, Submit Report, and View Report. A red arrow points to the 'Submit Report' item.</p>
<p>2.</p>	<p>The Navigation Screen will open, followed by the Request Window.</p> <ul style="list-style-type: none">• Single Request is automatically checked.• Click OK.	 <p>A screenshot of a dialog box titled 'Submit a New Request'. The dialog asks 'What type of request do you want to run?' and has two radio button options: 'Single Request' (which is selected and highlighted with a red box) and 'Request Set'. Below the options are 'OK' and 'Cancel' buttons. A red arrow points to the 'Single Request' option, and another red arrow points to the 'OK' button.</p>

3. A **Submit Request Screen** will open.
- Click in the **Name** field, and Type MCG.
 - Strike the **Enter** key on your keyboard.
 - This field automatically fills in the title of the report **MCG Attendance Signature Report**.
 - Click **Submit**.



4. The **Parameters Window** will open.
- **Type** in the **first few letters** of the Class Title.
 - Click **OK**.



5. **Another window** will open

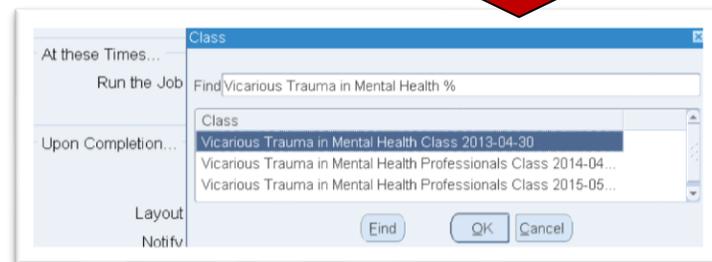
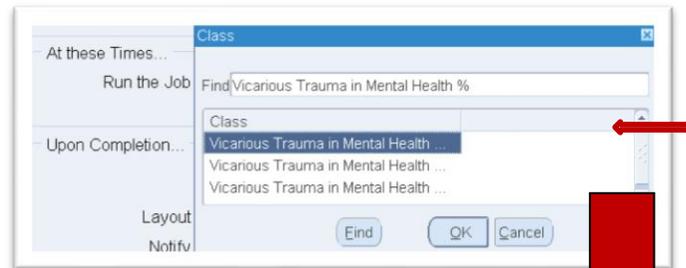
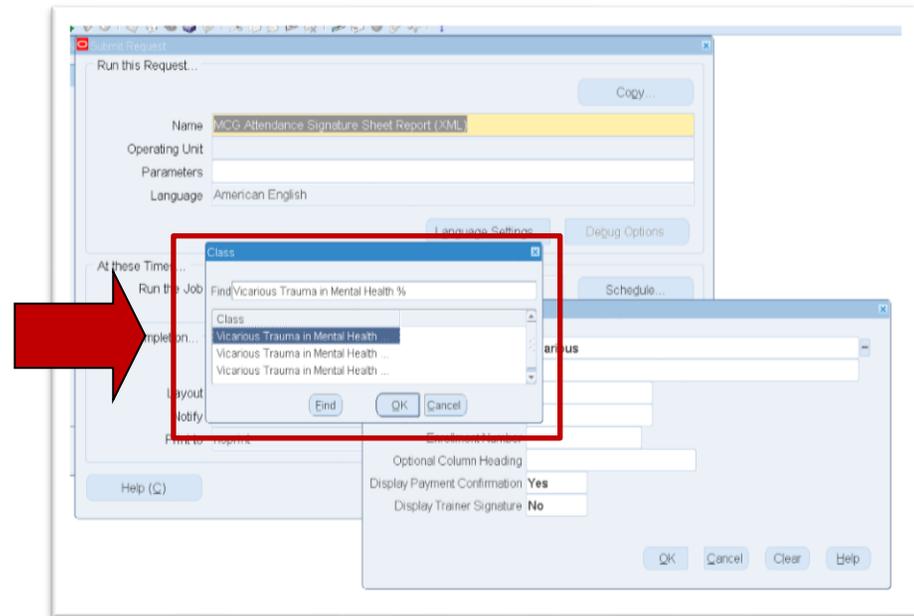
- This includes the list of all classes for which you are an instructor that match what you entered.
- **If there are several classes** listed, they are in chronological order. The **most recent date will be the last listed**.

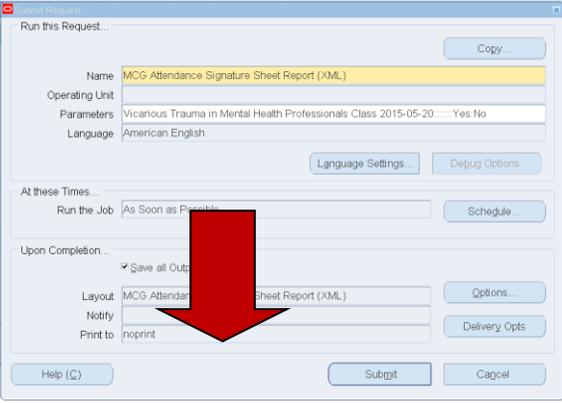
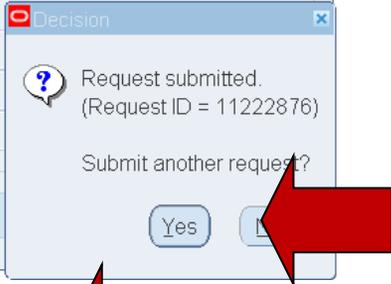
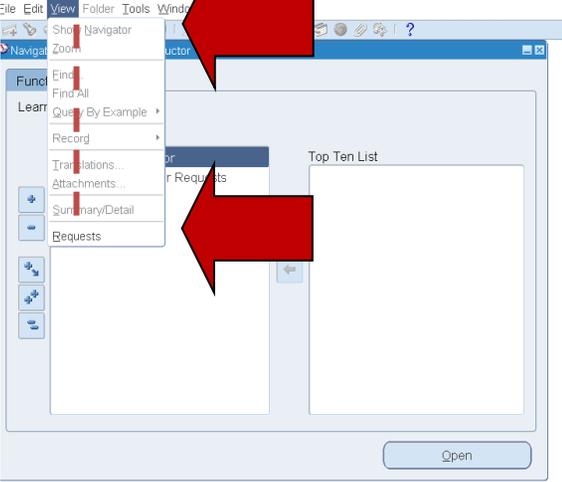
If you **cannot see an entire date**:

- Expand the window.
- Grab the side of the window with your cursor; it will change to an error, and pull it to the right

If the **entire date is still hidden** expand the Class Table

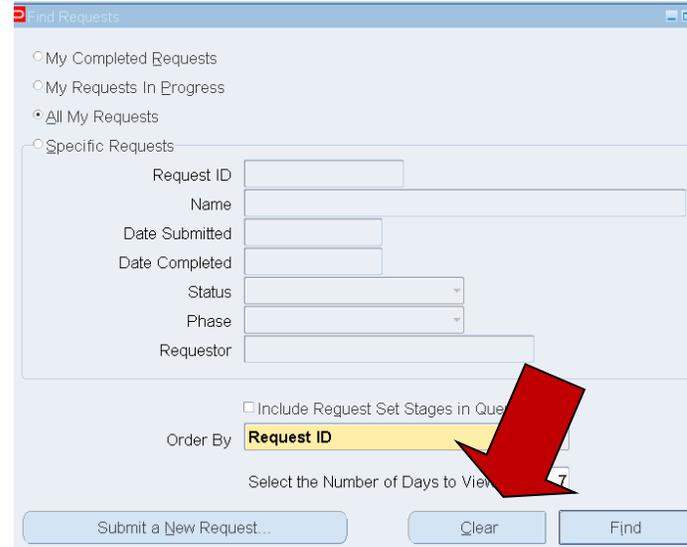
- Place the cursor over the “grab bar” until it changes from a pointer to an arrow (this will take some practice).
- Pull it to the right until the entire date is readable.
- Click on **the class** you want.
- Click **OK**.



<p>6.</p>	<p>You will be returned to the Submit Request Screen.</p> <ul style="list-style-type: none"> Click Submit. 	
<p>7.</p>	<p>The Decision Window will open.</p> <ul style="list-style-type: none"> Click No. 	
<p>8.</p>	<p>The Navigator window will open.</p> <ul style="list-style-type: none"> Click View at the very top of the screen. A drop down box will open. Click Requests. 	

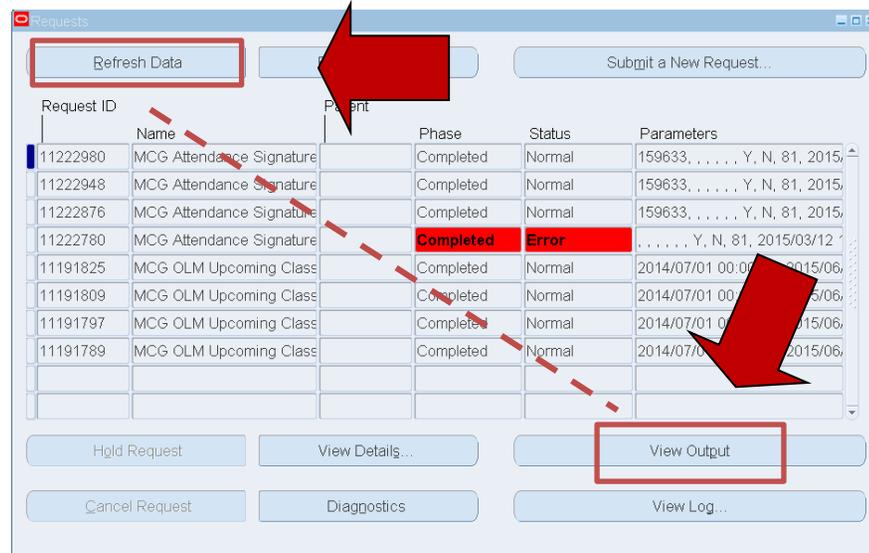
9. The **Find Requests** window will open.

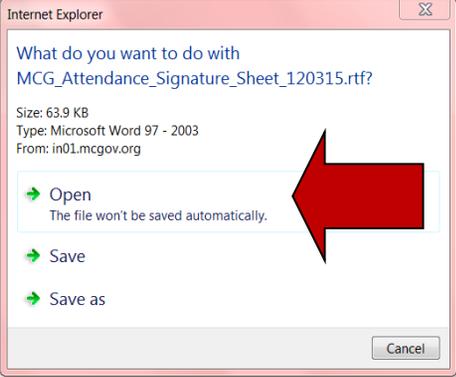
- Click **Find**.



10. The **Requests Window** will open.

- Click **Refresh Data**.
- Click **View Output**.



<p>11.</p>	<p>The Internet Explorer window will open.</p> <ul style="list-style-type: none"> Click Open. <ul style="list-style-type: none"> You may also click Save As to save it to your computer or a shared file and print it from there. 	
<p>12.</p>	<p>The Attendance Sheet will open.</p> <ul style="list-style-type: none"> The first sheet is blank with just the header. The following sheets include the Class Roster. Print the roster. <ul style="list-style-type: none"> Be sure to change the setting to “Print on one side”. 	

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.